

## Purchase Ledger Administrator

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Company: Talent84 LTD

Location: Dunston, Gateshead

Category: other-general

Purchase Ledger Administrator, Gateshead

Salary circa £25,000 per annum plus bonus

Our client is a leading North East based Manufacturer and Supplier. They are looking for a full time, permanent Purchase Ledger Administrator, based in Gateshead.

The successful candidate will be providing much needed administrative support to this busy but friendly Accounts Team to ensure the efficiency of the day to day running of the office. This is an excellent to grow and develop your finance career with company support to gain AAT qualification.

Some of the main responsibilities include:

- \* Generate weekly payment runs
- \* Process statements and expenses as required
- \* Handle new supplier accounts and update existing account details including monthly supplier statements

- \* Handling supplier questions and queries
- \* Handling purchase invoices ensuring all aspects are correct and resolving any issues
- \* Help manage and maintain existing spreadsheets
- \* Use of Aged Creditors to assist with end of month procedures
- \* Adhoc duties as required
- \* Proactive take charge of aspects of the Creditors Ledger, ensuring all information is updated and organised efficiently

Some of the skills required for the role:

- \* IT confident in Microsoft packages such as Word and Excel
- \* Ability to navigate an ERP system
- \* Great communication skills
- \* Proactive and positive approach to tasks
- \* Organised and able to prioritise their workload accordingly

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